

**CITY OF BIG BEAR LAKE
ADMINISTRATIVE SERVICES
DIVISION**

P.O. BOX 10000 • 39707 BIG BEAR BLVD
BIG BEAR LAKE, CA 92315-8900
(909) 866-5831 Fax # (909) 866-5491

**APPLICATION FOR
BUSINESS LICENSE**

Renewal fee due Sept. 30th of each year

Proposed Opening Date: _____

BUSINESS LICENSE #
(City Issued)

Please check any that apply:

- NEW
- Relocation
- Home Occupation

**Home Occupation - City
Use Only:**

Amount Paid _____
Rec# _____ Date _____
Ref # _____
Rec'd By _____
Created _____
Issued _____
SIC _____

Please Type or Print with Pen

Business Name: _____

Fictitious Business Name(s), if any: _____

Primary Business Activity: _____ Secondary: _____

Type of Ownership: Sole Prop. _____ Partnership _____ Corporation _____ Non-Profit _____

Required Licenses: _____

Business Location: _____ City _____ State _____ Zip _____
(Street Address)

Mailing Address: _____ City _____ State _____ Zip _____

Business Phone #: _____ Fax # _____ Web/Email _____

OWNERS OR PRINCIPAL OFFICERS:		Residence	Residence
Name	Title	Mailing Address/City/Zip	Area Code/Phone #

1) _____

2) _____

CONTRACTORS - PLEASE COMPLETE THIS SECTION:

City Use Only

State Contractors License # _____

Expiration Date: _____

**NOTE: NO JOB OVER \$499.99 MAY BE PERFORMED
WITHOUT A STATE CONTRACTORS LICENSE.**

**State License Verification
Attached**

By: _____

Date: _____

COMPLETE ONLY IF BUSINESS ADDRESS/PROPERTY IS LOCATED WITHIN THE CITY OF BIG BEAR LAKE :

Assessor's Parcel # (APN): _____ Maximum # of Employees per shift: _____

Square Footage of Business: _____ # of Parking Spaces: _____ Paved? _____ Striped? _____

Square Footage of Lot/Property: _____ (please enter the entire parcel *even if* the property contains more than one business/use)

Prior Use/Business Name: _____ Will business be conducted within an enclosed building? _____

Name of Property Owner (if different from applicant) _____

Mailing Address _____ **Area Code/Phone #** _____

PROPERTY OWNER CONSENT: I certify, under penalty of perjury, that I am the legal owner of the property listed on this application and I consent to this use on my property.

Signature / Date Print Name

Site Contact (Manager) _____ **After Hours Phone:** _____

BUSINESS LICENSES EXPIRE ON SEPTEMBER 30TH OF EACH CALENDAR YEAR. ANNUAL LICENSE FEES ARE DUE ON OR BEFORE THIS DATE. DELINQUENT RENEWALS WILL BE ASSESSED A PENALTY ACCORDING TO THE PENALTY SCHEDULE ADOPTED BY THE CITY COUNCIL.

PER RESOLUTION NO. 2004-28 AN NPDES SITE INSPECTION FEE SHALL BE PAID TO THE CITY UPON INITIAL APPLICATION FOR A BUSINESS LICENSE, AND ALSO PAYABLE UPON ANNUAL RENEWAL OF THE BUSINESS LICENSE FOR ALL COMMERCIAL BUSINESSES LOCATED WITHIN THE CITY WHICH INCLUDES COMMERCIAL, RESTAURANT, AND INDUSTRIAL USES.

APPLICANT: I understand that: **1)** this is an application for a Business License and **not** an authorization to conduct business in the City of Big Bear Lake; **2)** NO BUSINESS may be conducted in the City of Big Bear Lake without the actual Business License, and if structure is physically located within the city limits, a Certificate of Occupancy; **3)** It may take up to two weeks (minimum) to process this initial application and that, depending on the inspection results, processing may take longer; **4)** the City of Big Bear Lake has a sign ordinance regulating all signs and banners within the City; **5)** I must contact the Planning Division **before altering or installing any sign(s) or banner(s)**; **6)** that I must contact Big Bear Disposal - 866-3942 - regarding refuse service (mandatory trash service in city) and **7)** I will pay for re-inspection fees.

I certify that: 1) I have read and understand all information on this application, 2) I agree to comply with all of its provisions,

_____/_____
Signature / Date / Print Name

The SCAQMD Air Quality Permit Checklist, Application for Home Occupation Permit, and Conditions of Approval for Mobile Business (if mobile) must be completed along with this business license application.

* FOR CITY USE ONLY *		
DIVISIONAL REVIEWS		
Administrative Services Division: Yes ___ No ___ Conditional _____ By: _____		
Conditions (to be included on license) _____		
Planning Division:		
Zoning _____	General Plan Designation _____	Use Permitted? Yes _____ No _____
Parking Requirements complied with? _____		
Was Prior Use: Legal? Yes _____ No _____ Non-Conforming? _____		
Is this a new use? Yes _____ No _____ Is a CUP required? Yes _____ No _____		
Are signs legal per Zoning? Yes _____ No _____ Unable to verify _____		
Site Inspection: Yes _____ No _____ Comments: _____		
APPROVED _____ DENIED _____		
Reason for denial: _____		
Conditions of operation: _____		
_____	_____	_____
Name	Signature	Date



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4182
(909) 396-3529 • [http:// www.aqmd.gov](http://www.aqmd.gov)

Air Quality Permit Checklist

California Government Code Section 65850.2 prohibits cities from issuing an occupancy permit to a business without clearance from the local air quality agency. This Checklist will determine if you need to obtain clearance from the South Coast Air Quality Management District (AQMD).

Company Name: _____

Property Address: _____

City: _____ Zip Code: _____

Contact Person: _____ Title: _____

Type of Business: _____ Telephone: _____

Fax Number: _____ e-mail address: _____

Applicant (print name): _____ Signature: _____

Date: _____

- Will the facility have any of the following equipment? Yes No

Charbroiler

Dry cleaning machine

Spray booth

Printing press (screen/lithographic/flexographic)

Internal combustion engine greater than 50 HP (excluding motor vehicles)

Boiler/combustion equipment (greater than 1 million BTU/hr. maximum input)

Abrasive blasting cabinet/room

Baghouse/cartridge-type dust filter/scrubber

Motor fuel storage and dispensing equipment

- Will any of the following operations be performed? Yes No

Application of paints or adhesives

Etching, plating, casting, or melting of metals

Molding, extruding, or curing of plastics

Mixing and blending of liquids and/or powders

Storage of acids, solvents, organic liquids, or fuels

Production of fumes, dust, smoke, or strong odors

If you answered “No” to both questions, this checklist is your clearance from AQMD. If you answered “Yes” to either question, you must contact AQMD to determine if air quality permits are required. If permits are needed, AQMD will assist you in submitting permit application(s) and then provide you with a clearance letter. You can call AQMD at their Small Business Assistance Office at **1-800-CUT-SMOG (1-800-288-7664)**.



CITY OF BIG BEAR LAKE
PLANNING DIVISION
P.O. BOX 10000 – 39707 BIG BEAR BOULEVARD
BIG BEAR LAKE, CA 92315
(909) 866-5831

APPLICATION FOR HOME OCCUPATION PERMIT

CASE # 20__ - ____ /HOP

PLEASE TYPE OR PRINT

Applicant(s) Name _____

(If joint owners) _____

Mailing Address _____ City _____

State _____ Zip Code _____ Email address _____

Street Address _____

Major Cross Street _____

Home Telephone _____ Email _____

Assessor's Parcel Number (From your Tax Bill) _____

Type of Business _____

Number of People Involved in the Business _____

Name _____ Relationship _____

PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT YOUR PROPOSED BUSINESS:

1. Brief description of business to be conducted: _____

2. Type of advertising to be used (newspaper, phone, word of mouth): _____

3. Approximate volume, units sold, number of customers to be served per day, year, or other time increments:

4. Description of equipment to be used (horsepower, voltage, etc.): _____

5. Materials to be used and their manner of delivery to home occupation location: _____

6. How will contacts be made with clients or customers?: _____

7. Square feet of area used for storage and work area, and total square feet of residence, including garage:

8. Number of parking spaces to be used for the business, and number of spaces on the property:

9. Other information which may assist the City in reviewing this application:

APPLICANT CERTIFICATION: I certify under penalty of perjury that the above information is true and that I have read and understand and will abide by City of Big Bear Lake Development Code **Section 17.03.270**.

I understand that my home occupation permit may be revoked for noncompliance with the conditions set forth in the approval.

SIGNATURE

DATE

PRINT NAME

PROPERTY OWNER CONSENT: I certify under penalty of perjury that I am the legal owner of the property listed above and that I consent to the applicant conducting a home occupation on my property.

SIGNATURE

DATE

PRINT NAME

FOR OFFICE USE ONLY

____ APPROVED ____ DENIED

DATE: _____

BY: _____

Print Name / Position

Signature

ADDITIONAL CONDITIONS OF APPROVAL: _____

REASONS(S) FOR DENIAL: _____

CONDITIONS OF APPROVAL FOR A HOME OCCUPATION PERMIT

The issuance of a Home Occupation Permit is subject to the following Conditions of Approval, per Section 17.03.270 of the City of Big Bear Lake Development Code. Violations of these Conditions of Approval may result in revocation of your Home Occupation Permit.

1. No dwelling shall be built, altered, furnished or decorated for the purpose of conducting the home occupation in such a manner as to change the residential character and appearance of the dwelling, or in similar manner as to cause the structure to be recognized as a place where a home occupation is conducted.
2. A garage may be used for home occupation purposes; provided, however, that such use shall not interfere with the maintenance of one (1) covered parking space.
3. There shall be no entrance or exit specifically provided or marked on the dwelling or on the premises for the conduct of the home occupation.
4. A home occupation shall be conducted entirely within the dwelling unit and the activities of such home occupation shall not be visible or otherwise noticeable, outside the dwelling unit structure. There shall be no outdoor storage of materials or equipment relating to the home occupation, nor shall merchandise be visible from outside the home. For purposes of interpreting this paragraph, an attached or detached garage shall be considered as part of the dwelling unit.
5. No equipment or process shall be used which creates visual or audible electrical or mechanical interference in any radio or television receiver or other device outside the dwelling unit structure, or causes fluctuation in the line voltage outside the dwelling unit structure.
6. The home occupation shall not require any upgraded utility service capacity beyond that which is customary for residential service. Separate utility meters, which serve only the home occupation, shall not be permitted.
7. No more than one (1) employee other than a resident of the dwelling shall be employed on the premises of a home occupation, other than the personal attendant of a disabled resident business owner or employee.
8. There shall be no greater number of customers, clients, or visitors coming to the residence for purposes of the home occupation than the number of visitors typically expected to visit a residence in which a home occupation is not being conducted.
9. The point of sale for products or merchandise shall not be from the residential premises.
10. The home occupation shall not generate vehicular traffic and/or vehicular parking which degrades or is otherwise detrimental to the residential nature of the neighborhood.
11. No vehicles or trailers except those normally incidental to a residential use shall be parked so as to be visible from the public right-of-way.
12. The home occupation shall not affect nor reduce the parking spaces required by the Zoning Ordinance.

Applicant's initials _____ Date _____

- 13. Home occupations shall not involve the use of commercial vehicles for the delivery of materials to or from the premises beyond those commercial vehicles normally associated with residential uses. No deliveries may originate from or be made to the premises except during the hours of 9:00 a.m. to 5:00 p.m.
- 14. Home occupations shall not involve the use and/or on-site storage of chemicals, flammable materials, or other hazardous materials except as may be permitted by the Uniform Fire Code.
- 15. No mechanical or construction equipment, which is not typically found in residential districts, shall be stored on the premises. Warehousing of goods, wares, or merchandise shall be prohibited.
- 16. There shall be no home occupation activities that are objectionable due to glare, dust, fumes, odor, vibration, noise, or that disturb the peace.
- 17. No home occupation shall include the sale or storage of fire arms, ordnance, ammunition, or other weapons which are regulated by the Bureau of Alcohol, Tobacco and Firearms, at the site of the home occupation.
- 18. Advertising should not include the residential address.
- 19. No signs relating to the home occupation shall be allowed.

ADDITIONAL CONDITIONS FOR MOBILE BUSINESSES

- 20. The service provided by the mobile business must be in compliance with the zone in which the work is performed.
- 21. The mobile business must comply with all applicable requirements of any agency with regulatory or permitting authority over the conduct of that business.
- 22. Any automotive related services shall be limited to cleaning, detailing, and minor replacement or repair to glass and/or accessory parts; no mobile business operating under a home occupation permit shall be permitted to conduct auto repair, auto body, or engine work.
- 23. No work shall be conducted in parking lots which are restricted to employees only.
- 24. No work shall be conducted on city-owned property, including parks, parking lots, or public rights-of-way.

I hereby swear that I have read the foregoing conditions and that the home occupation business for which I am applying will be operated in conformance with these conditions and all other applicable requirements of the Big Bear Lake Municipal Code.

Print Name	Signature	Date
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Print Name	Signature	Date
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City of Big Bear Lake



ADMINISTRATIVE SERVICES DIVISION

CONDITIONS OF APPROVAL FOR MOBILE BUSINESSES

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4. No work shall be conducted in parking lots which are restricted to employees only.
5. No work shall be conducted on city-owned property, including parks, parking lots, or public rights-of-way.
6. All concrete cleaning, deck restoration, pressure washing and vehicle detailing activities must be performed in a manner that complies with the City's National Pollutant Discharge Elimination System Ordinance requirements. All pollutants generated in the performance of these operations must be contained, collected and disposed of in an approved manner.
7. These business operations are not permitted to be conducted on public streets or in the parking lots of commercial businesses as they would disrupt traffic flow and obstruct public parking areas.
8. Advertising through the distribution of handbills or by placing flyers on vehicle windshields is not permitted.

I hereby swear that I have read the foregoing conditions and that the mobile business for which I am applying will be operated in conformance with these conditions and all other applicable requirements of the Big Bear Lake Municipal Code.

Print Name

Signature

Date

Print Name

Signature

Date